

FOR YOUR INFORMATION...



City of Taylorsville
Community Development Department
2600 West Taylorsville Boulevard
Taylorsville, Utah 84118 (801) 963-5400



City of Taylorsville
Information Form

P-15

PERMITTED USE

Permitted Use Site Plan Review

*A permitted use is any specific land use that is allowed within a zoning district subject to the restrictions applicable to that zone. Permitted uses have also been described as a “use by right”. To determine if a land use is considered as a permitted use within the City of Taylorsville, please contact a member of the Planning Department or refer to the City of Taylorsville Code of Ordinance Title 13, entitled Zoning. Note: Based on specific zoning district regulations, a land use proposal involving permitted uses may be required to complete the conditional use permit (CUP) review process instead of the permitted use site plan review due to the area encompassed by the proposal. For more information regarding the conditional use permit process please refer to **Taylorsville Information form P-5 Applying for a Conditional Use Permit**.*

Overview:

A site plan is an illustration from a “birds-eye view” of a development plan for one or more lots on which is shown the existing and proposed conditions of the lot, including, vegetation, drainage, flood plains, wetlands, and waterways; landscaping and open spaces; walkways; means of ingress and egress; circulation; utility services; structures and buildings; signs and lighting; berms, buffers, and screening devices; surrounding development; and any other information that reasonably may be acquired in order that an informed decision can be made by the City¹.

The site plan review process is designed to ensure that any proposed development or land use will comply with current city ordinances as well as the goals and objectives stated within the *City of Taylorsville General Plan*. Initial site plans may be very informal, such as a sketched drawing; however the sketch plan should be of sufficient accuracy to be used for the purposes of discussion and conceptual review. Through the review process, the site plan will become an accurate, scalable, refined technical drawing. The following information is a summary of the permitted use site plan review process and the requirements for each “step” of the application.

Application Fees:

- ☐ Permitted Use Site Plan Review application (for residential, commercial or industrial uses): \$250.00
- ☐ Salt Lake County Fire Department Site Plan Review: \$ 75.00

Site Plan Review Process:

- Step 1: **Initial contact.** Meet with a Taylorsville staff planner to discuss development or land use proposal and to determine review process.
- Step 2: **Pre-Application Conference.** Submit application to attend a Taylorsville Pre-Application Conference. For additional information regarding this meeting and submittal requirements, please refer to **Taylorsville Information Form P-4 Applying for a Pre-Application Conference**.
- Step 3: **Site Plan Application.** Please complete and submit the following information for preliminary review by City staff and applicable regulatory agents of the City:
 - ☐ Completed site plan application.
 - ☐ Property owner’s affidavit (i.e. a written statement regarding property ownership made before a notary). For your convenience, an affidavit form is provided on the back of the application.
 - ☐ If the property owner is to be represented by an agent during meetings with the city, please complete the *Agent Authorization* form that is provided on the back of the Permitted Use Site Plan Review application.
 - ☐ Payment of Permitted Use Site Plan Review Application fee.
 - ☐ Payment of Salt Lake County Fire Department site plan review fee².

¹ Staff members of the Community Development Department and applicable agents of the City review permitted use site plans for approval. Permitted uses are not subject to Planning Commission review or formal public hearings.

² Fee must be paid in the form of a check made payable to Salt Lake County Fire Department.

- ☐ Twelve (12) copies of the site plan. If available, applicant may submit plans, building elevations and renderings in an electronic format acceptable to the City. Site plan should be submitted on a minimum sheet size of 18" x 24", drawn to scale (i.e. scale is 1"=20', 1"=30', etc.), and shall include the following:
 - ☐ Accurate dimensions of subject property drawn to scale with North arrow.
 - ☐ Note of scale used.
 - ☐ Lot lines, together with adjacent streets, roads and rights-of-way.
 - ☐ Location of all existing structures on subject property and adjoining properties (completely dimensioned, including utility lines, poles, etc.).
 - ☐ Location of the proposed construction and improvements (including signage).
 - ☐ Motor vehicle access, individual parking stalls, circulation patterns, curb, gutter, and sidewalk locations.
 - ☐ Necessary explanatory notes (i.e. type of construction, desired occupancy rating, etc.).
 - ☐ Name, address and telephone number of builder and owner.
 - ☐ If proposal includes a new building or exterior remodel, please submit all building elevations. Three (3) copies only.
- ☐ Submit one (1) reduced 11" x 17" copy of the site plan and building elevations (if applicable); 8.5" x 11" is acceptable if information is legible.
- ☐ Submit all other applicable information as determined by the Community Development Director.

Step 4: **Technical Review.** The following checklist is a summary of submittal requirements for site plan review by the City Engineer. For more detailed information on submittal requirements, please refer to the City of Taylorsville's *Engineering Development Standards Manual*, which is available from the Community Development Department for a \$35.00 fee. Sheet sizes may vary (18" x 24" typical), but information must be drawn to scale and legible:

- ☐ Title sheet with location map (4 copies).
- ☐ Site plan(s) or project overview map(s) with details and corrections as required through preliminary approval (step 3). Documents should illustrate existing conditions and proposed improvements. (4 copies).
- ☐ Storm drain and grading plan with profile sheets as required (4 copies)³.
- ☐ Storm drain calculations (2 copies).
- ☐ Detail sheet or references to the City *Engineering Development Standards Manual* (4 copies).
- ☐ Written approvals from applicable regulatory agencies or utilities (i.e. UDOT, Taylorsville-Bennion Water Improvement District, etc.) or other affected parties (2 copies).
- ☐ Subdivision or dedication plat – if applicable (4 copies).
- ☐ Typical street cross section(s) to be used – if applicable (4 copies).
- ☐ Road plan and profile sheet(s) – if applicable (4 copies).
- ☐ Traffic study – if required (2 copies).

Step 5: **Final Approval.** Following completion of technical review, please submit correct quantities of submittal items (as listed above) of all required corrections for final review and approval. Upon completion of final review, staff will stamp plans with an "approved" stamp along with a dated signature. Approved final site plan documents will be returned to the applicant.

³ City Engineer may require an additional copy of information if development has impact on Salt Lake County Flood Control.

What Will Happen:

- ☐ Community Development staff member will receive Permitted Use Site Plan Review application.
- ☐ Staff member will assign file number and provide a receipt for payment of application fee.
- ☐ Application will be assigned to a staff planner for process and review.
- ☐ Preliminary site plan will be distributed to applicable departments and agencies for review and comment.
- ☐ Following preliminary review, applicant will be notified of required corrections and/or additional submittal requirements.
- ☐ Applicant then submits corrected plans for technical review by the City Engineer (or designee).
- ☐ Following completion of technical review, applicant must submit required corrected information for final site plan approval.
- ☐ Applicant will receive written notification from staff planner of final site plan approval.
- ☐ City Engineer (or designee) will calculate the required project bond amount and Storm Drain Impact Fee to be paid to the City of Taylorsville prior to issuance of city building permit and start of construction (if applicable).
- ☐ Applicant pays all required fees and secures all other required permits (i.e. building permit, business license, etc.) prior to construction or approved land use activity.